

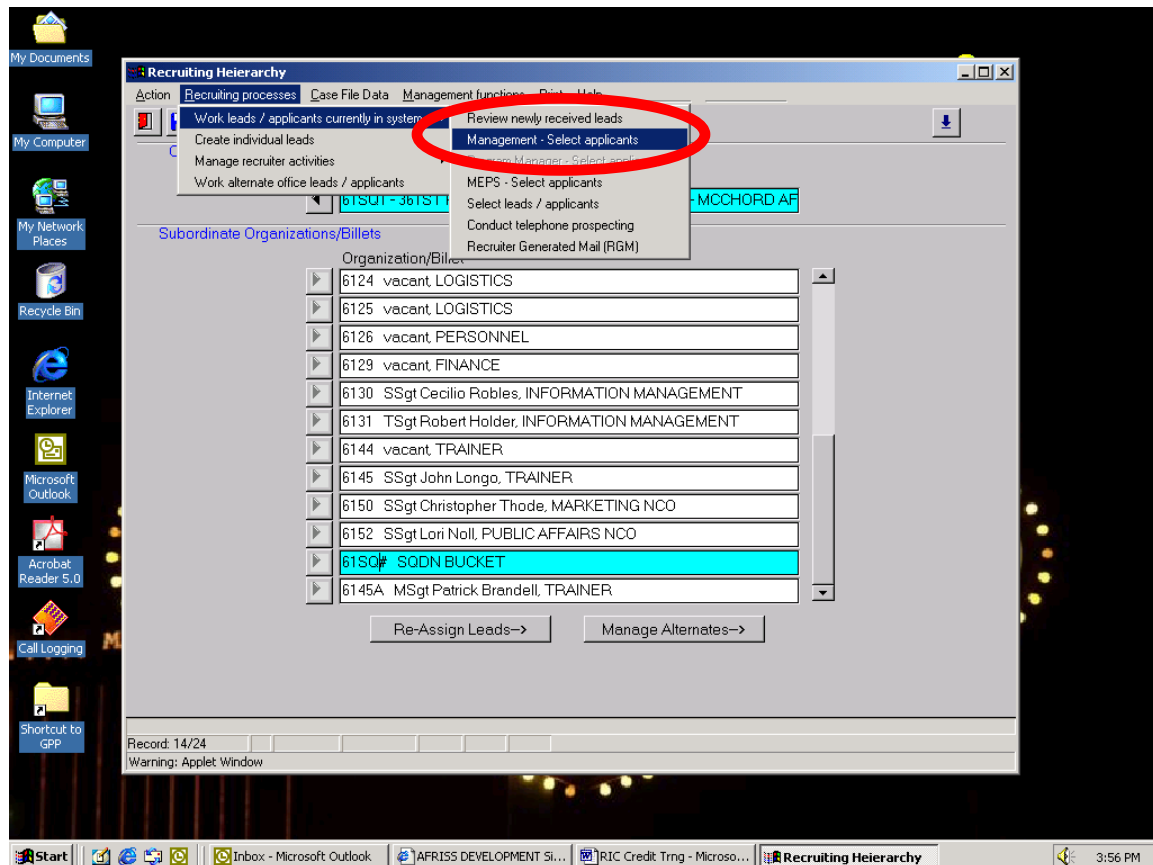
## **RIC CREDIT CHANGE INSTRUCTIONS**

### **Overview Notes**

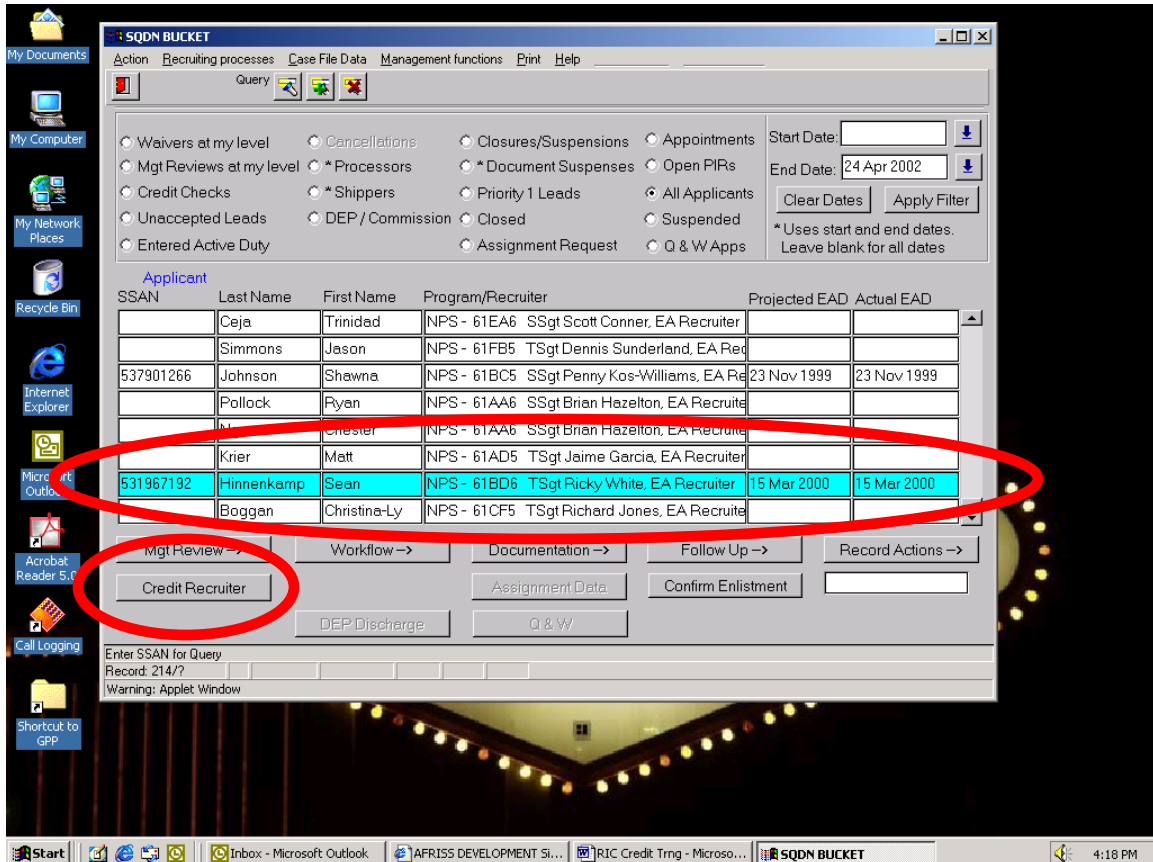
1. Credit RIC changes can be accomplished on Job Reservations, Job Cancellations, and EAD Confirmations.
2. Credit RIC is a function that is combined with a new “behind the scenes” tracking process designed to give the proper credit based on RICs rather than the current billet.
3. With this new functionality, every Reservation/Cancellation/Confirmation will be combined with a specific recruiter to form a Transaction RIC.
4. These Transaction RICs, along with the ability to change the RIC (Credit RIC) assigned to the transaction, are necessary functions to allow for the accurate tracking and reporting of all res/canx/confirmation activities.
5. There should not be any RIC Credit changes accomplished without prior approval from the respective command level.
  - Changes within a Squadron are Squadron CC approved and will be changed by that Squadron Operations.
  - Changes between Squadrons within the same Group are Group CC approvals and will be changed by that Group Operations.
  - Changes between Groups are approved by HQ AFRS/RSO and will be changed by the HQ AFRS Job Bank.
6. A RIC change only affects the credit of the particular transaction being changed; it does not affect the Recruiter that is currently assigned as that application’s owner.
7. In order for a Group Ops to Change RIC, they must first “drill” down in AFRISS to the billet level of the Squadron who owns the record they wish to change.

## Instructions

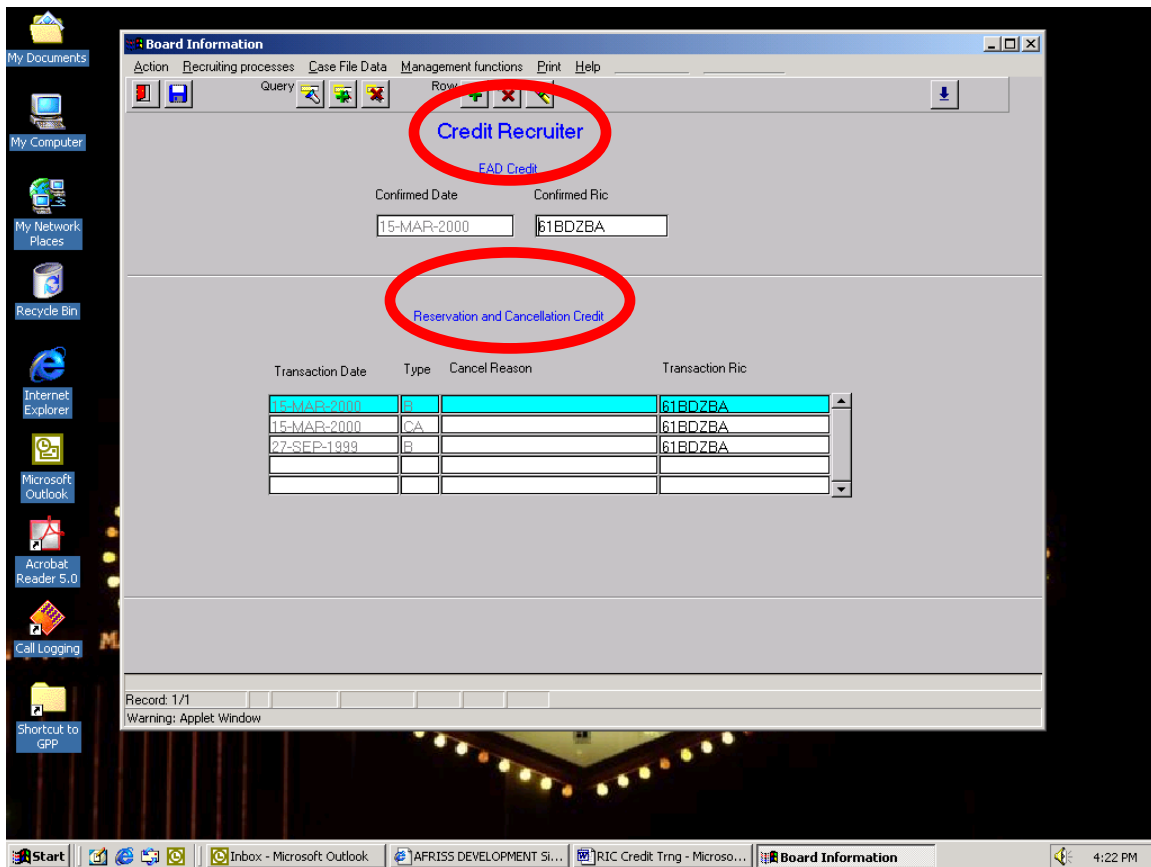
1. Each user (Squadron Ops, Group Ops, Job Bank) will go to their respective Management – Select Applicants window. Noting that Groups will drill down to the owning Squadron level.



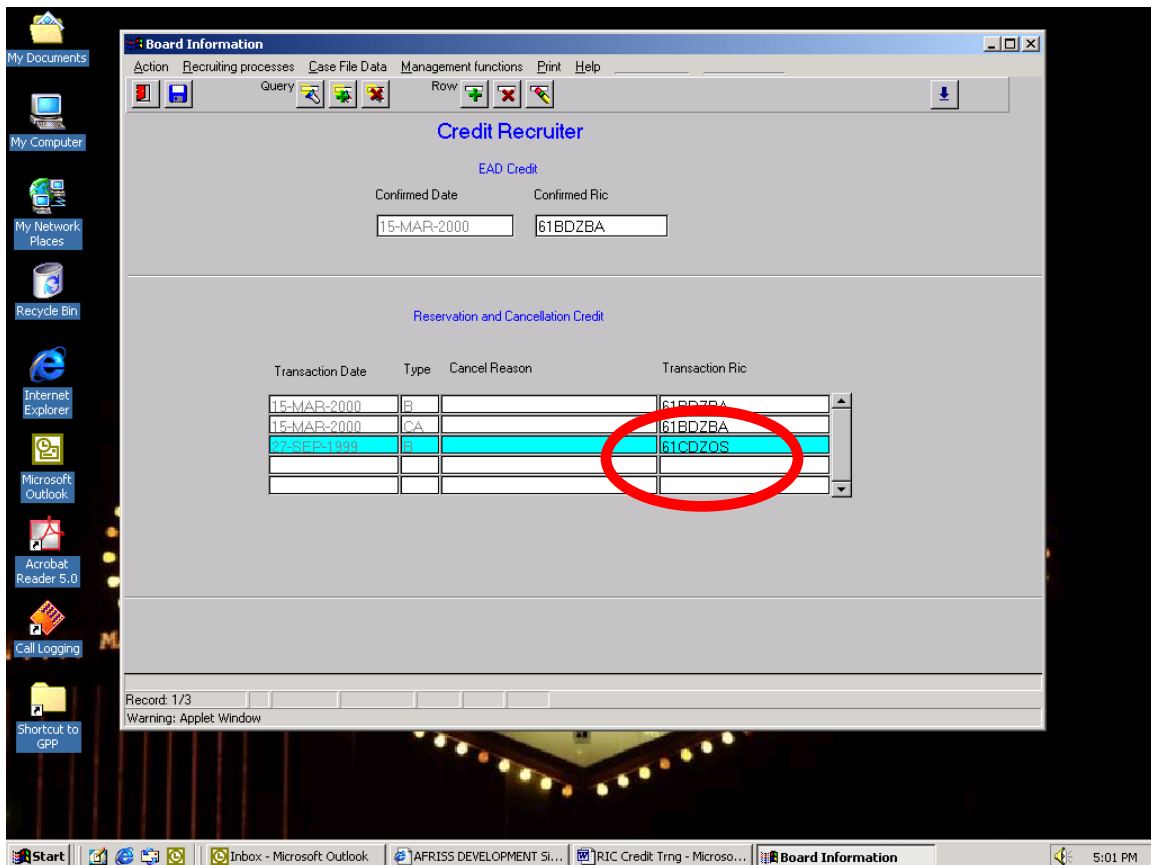
2. Locate and highlight the applicant that you wish to change a transaction credit on.
3. Locate the Credit RIC button below and click it.



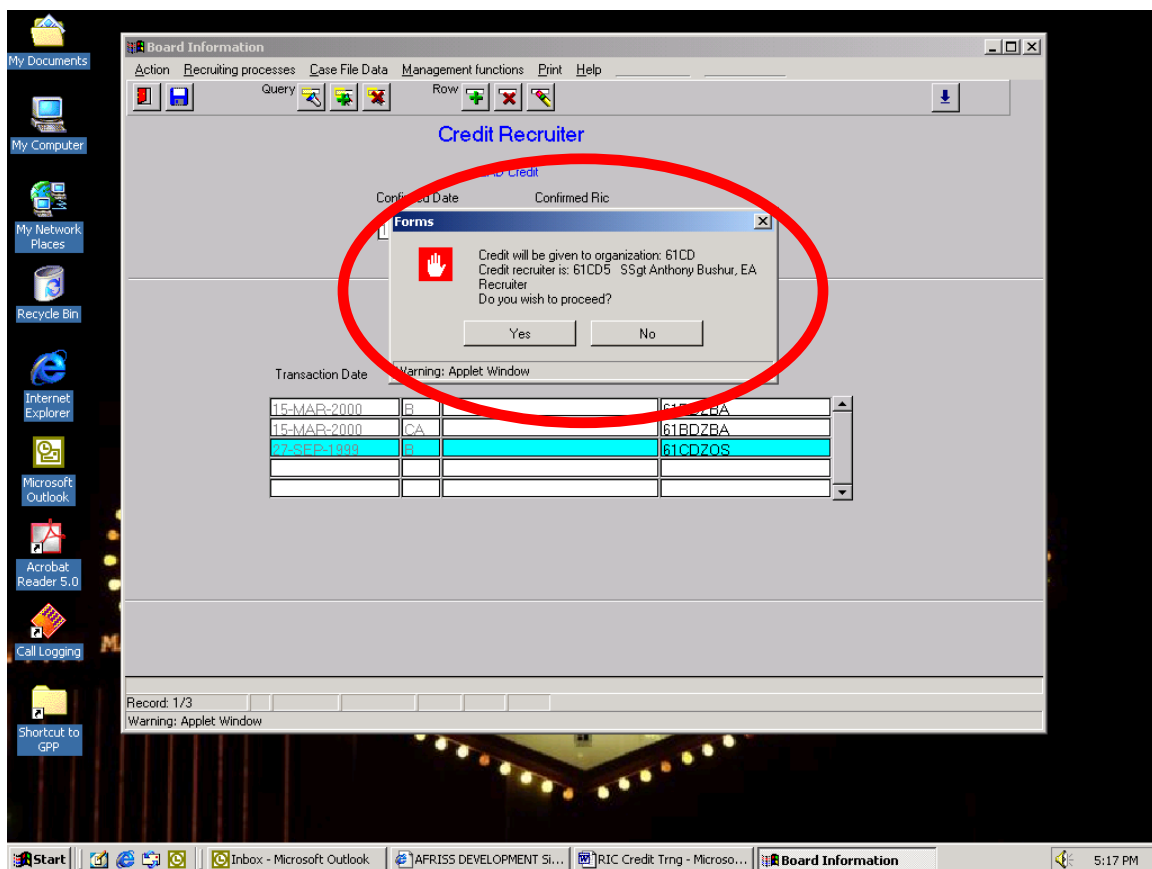
4. Clicking on the Credit RIC button will bring up the Credit RIC window.
5. If the selected applicant has been confirmed, the top information will display the Confirmed EAD Date and the RIC credited with the confirmation.
6. The lower half will display the Reservations (designated by a “B” in the Type block) and the Cancellations (designated by a “CA” in the Type block) along with the dates they occurred and the RIC that was credited.



7. Select the Transaction RIC you are going to change by placing your cursor in the field of that RIC and typing in the RIC you want to give the credit to.
8. In this case, the RIC is being changed from 61BDZBA (61 B Flight) to 61CDZOS (61 C Flight).



9. After typing in the new RIC, click on the save icon (blue disk).
10. A message window is returned stating what is about to happen and asking if this is in fact what you want to do.
  - In this case, it shows that credit will be moved to the Recruiter in 61 C Flight.
11. If this is the desired transaction, click YES to finalize the save process.



12. Window now reflects the changed RIC Credit and all reports reliant upon this will also properly reflect the changed credit.

